

## MILPERSMAN 1306-964

### RECRUITING DUTY

<b>Responsible Office</b>	NAVPERSCOM (PERS-4010)	Phone:	DSN COM FAX	882-2352 (901) 874-2352 901-874-2646
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<b>Reference (s)</b>	(a) NAVADMIN 076/13 (b) DoD 7000.14R, Department of Defense Financial Management Regulation (c) NAVMED P-117, Manual of the Medical Department (MANMED) (d) OPNAVINST 1740.5B (e) NAVADMIN 110/06
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1. **Program Background.** The mission of recruiting is to recruit men and women for enlisted, officer candidate, and officer status in the Regular Component and Reserve Component of the Navy. It is one of the most demanding billets in the Navy due to the pressures associated with a fast-paced sales environment. Experience has shown that personnel with a strong record of performance in the Fleet and who are at ease discussing Navy programs with others have the ability to succeed on recruiting duty.

2. **Policy**

a. **Billets.** Enlisted personnel (pay grades E5 - E8) are ordered to 1 of 26 Navy recruiting districts (NRDs) for a 36-month tour, commencing once on station. Military personnel are ordered in as recruiters or into a support billet. The NRD assigns recruiters to 1 of approximately 1,500 Navy recruiting stations (NRSs), and military support personnel to 1 of 65 military entrance processing stations (MEPS) or NRDs located across the country. There are a limited number of production recruiter billets in Japan, Guam, Europe, Puerto Rico, and St. Thomas.

**b. Recruiters**

(1) Production recruiters (Navy enlisted classification (NEC) 9585) and officer recruiters (NEC 9587) are typically on independent duty, and are often stationed in areas far from military installations and associated support facilities. As such, they may be the only Navy representative within a civilian community.

(2) Production recruiters are responsible for achieving demanding contract and accession goals. They must be knowledgeable of myriad recruiting programs and be able to supply this information to applicants.

**c. Assignment.** Upon receipt of permanent change of station orders assigning a member to recruiting duty, the NRD will provide the transferring command with the ultimate duty station (ULTDUSTA) assignment (normally an NRS) for inclusion in the member's transfer order.

(1) The member must keep in mind that the decision of the commanding officer (CO) (regarding ULTDUSTA assignment) will be based on the needs of the NRD at the time of the member's arrival at the command.

(2) A guaranteed assignment to a specific city or NRS location may not be feasible.

**d. Tour.** In computing the tour of recruiting duty, the tour shall commence as of the date the member reports to the NRD (parent command), even though the member reports for further assignment and is ultimately assigned to an NRS.

(1) Overseas recruiting tours are established per Department of Defense area tour requirements.

(2) The tour length for nuclear qualified members will be computed from the date they are detached from their present command to ensure they are not out of the nuclear field for more than 36 months.

**e. Temporary Duty Under Instruction (TEMDUINS).** Production recruiters and classifiers are transferred to the Navy Recruiting Orientation Unit (NORU) located in Pensacola, FL for TEMDUINS.

(1) The course of instruction is 5 weeks for production recruiters and 4 weeks for classifiers.

(2) Members should ensure the availability of Government quarters, and if necessary, draw advance per diem prior to transfer.

(3) Instruction consists of competency-based training during which time students learn, develop, and practice competence in areas of selling, prospecting, paperwork, processing, marketing, public speaking, social networking, recruiter incentives, and quality of life.

(4) Upon satisfactory completion of the course of instruction, personnel transfer to their NRD.

### 3. Recruiting Duty Benefits

a. Enlisted recruiters and some military support personnel assigned to recruiting duty are eligible for special duty assignment pay and an opportunity to be stationed at a variety of locations throughout Navy Recruiting Command, per reference (a), and meritorious advancement up to E-7 through the Recruiting Command Advancement Program.

#### b. **Recruiters**

(1) Members assigned as production recruiters and specific recruiting support personnel may be eligible for special or supplemental clothing monetary allowance (SSCMA) per reference (b).

(2) Production recruiters will receive their first allowance upon reporting to their prospective NRD and their second and final entitlement on the anniversary of their report date.

**Note:** Only those serving in an active 9585 role will be entitled to SSCMA.

(3) Members should obtain extra uniforms and accessories prior to arrival at their ULTDUSTA, as it may be difficult to purchase new items while on independent duty.

#### 4. Requirements and Qualifications

a. **CO Certification.** All recruiters and military support personnel will be screened for recruiting duty. The CO will certify that the member has been screened for the following: (Complete sections A, B, C, and D on the NAVPERS 1306/93 Recruiting Duty Screening form which can be accessed by using the following link: <http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx>.)

(1) **Performance Evaluations.** No mark below 3.0 on NAVPERS 1616/26 Evaluation Report and Counseling Record (E4- E6) and NAVPERS 1616/27 Evaluation and Counseling Record (E7 - E9) in any trait over the last 36 months.

(2) **Nonjudicial Punishment (NJP).** A waiver is required for members with any NJP, courts-martial conviction, civilian conviction, and or significant involvement with civilian authorities or moral/integrity violations. Waivers will be authorized on case-by-case basis (a waiver is not authorized for any sex-related offenses during their career or pre-service). Submit waivers using a Navy Recruiter Waiver Request (see Exhibit 1).

(3) **Physical Fitness Assessment (PFA).** Currently within height, weight, or body fat standards; and has passed the last 3 years of regularly scheduled PFA, body composition assessment (BCA), and **must be in standards at time of transfer.** Waivers for past failures are considered on a case-by-case basis by Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Section (PERS-4010). Use Navy Recruiter Waiver Request (Exhibit 1) and submit a completed NAVPERS 1306/93 along with full length color photographs in short sleeve physical training uniform (PTU) from front and side via e-mail to **mill\_npcrecruiting@navy.mil**. Any Service member arriving at NORU not within BCA standards **will be** dropped from training and made available for immediate needs of Navy detailing.

(4) **Family Advocacy Program (FAP).** Substantiated FAP cases for physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges). All members involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults (incest or other) are permanently disqualified from recruiting duty.

(5) **Command Drug and Alcohol Program Advisor.** Personnel with a documented alcohol-related incident (e.g., driving under the influence of alcohol, driving while intoxicated, public intoxication within the previous 3 years, or any two incidents during their career) are unsuitable. In addition, personnel who have successfully completed alcohol rehabilitation level II or III (self-referral or directed) must not have any alcohol-related incidents or repeated counseling for alcohol involvement for entire period after treatment or counseling completion date. All alcohol-related incidents require a waiver. Items needed for a waiver are the completed NAVPERS 1306/93, last 3 years of evaluations, copy(s) of nonjudicial punishment (NJP), civil law proceedings, and any pertinent documents. E-mail all required documentation to NAVPERS (PERS-4010) at **mill\_npcrecruiting@navy.mil**.

(6) **Recruiter Aptitude Battery Assessment (RAB).** Personnel must go to <https://militaps.nmci.navy.mil/rab> and print out the RAB certificate. Once complete, include the certificate as part of the screening. If member is deployed and or unable to access RAB, member will complete at first available opportunity upon arrival at NORU.

(7) **Medical and Dental.** Health and dental records are to be screened following the guidance in reference (c) and documented in the member's health records. Due to the routine high-stress environment of recruiting, members with a history of stress-related problems such as depression, suicide ideations, nervous breakdowns, and anger management issues will not be assigned to recruiting duty. Members must be at least dental class II prior to transfer. Members with a permanent "no shave chit" medical waiver are not suitable for assignment.

(8) **Exceptional Family Member (EFM).** If the member is currently processing a dependent application for the EFM Program, contact NAVPERS, Exceptional Family Member Program Manager (PERS-456) and NAVPERSCOM (PERS-4010). Due to the limitations of facilities in some assignments, any dependent enrolled in the EFM Program will have his or her case reviewed to ensure adequate facilities are available at the member's ULTDUSTA prior to his or her transfer.

(9) **Command Financial Advisor.** Generally, recruiting duty assignments are in areas where military housing, commissary, and exchange facilities are not available; making the cost of living potentially higher.

(a) All members must be screened thoroughly prior to transfer, per reference (d), to ensure financial stability.

(b) **Financial Standing.** Serious financial problems or indebtedness which are not resolved, or a documented history of indebtedness over the last 3 years are disqualifying for recruiting duty. Members with a discretionary surplus of less than \$500 after all monthly living expenses and debts are paid should not be recommended for recruiting duty.

(10) **Tattoos.** Reference (e) outlines the acceptable maximum tattoo coverage standards for continued service. However, due to the fact that Sailors in recruiting may be the sole ambassador for the U.S. Navy, more stringent screening is required for any tattoo visible while in short sleeve PTU. The primary consideration is whether the Sailors will present a positive image and whether they would be allowed to enlist with tattoos obtained after their initial enlistment. Requests for tattoo waivers shall be submitted via e-mail to [mill\\_npcrecruiting@navy.mil](mailto:mill_npcrecruiting@navy.mil), and will include a completed NAVPERS 1306/93 full length color photograph (front and back), close-up color picture of tattoo itself, and also an explanation of the meaning of the tattoo, within 30 days of receipt of initial screening message. Additionally, submit a copy of the NAVPERS 1070/613 Administrative Remarks (page 13) as required by reference (e).

b. **NAVPERS 1306/93.** The original NAVPERS 1306/93 will be hand-carried to NORU, scanned, and submitted via e-mail to PERS-4010 at [mill\\_npcrecruiting@navy.mil](mailto:mill_npcrecruiting@navy.mil) prior to the release of orders. Include a front and side view photograph in PTU.

c. **Obligated Service (OBLISERV).** Required OBLISERV for this duty is 36 months from the time the member checks into the recruiting district, with the exception of nuclear recruiters.

d. **Report of Suitability/Unsuitability.** Transferring commands will submit Navy Recruiting Suitability/Unsuitability Report (Exhibit 2) within 30 days of receipt of screening message. Additionally scan and e-mail a completed NAVPERS 1306/93 along with front and side view photograph in PTU gear via e-mail to NAVPERS (PERS-4010) at [mill\\_npcrecruiting@navy.mil](mailto:mill_npcrecruiting@navy.mil).

e. **Security Clearances.** Assignment to Navy Recruiting Command requires personnel to have a completed and adjudicated National agency check with local agency and credit checks (NACLC) that is favorable. Members will not receive orders to a Navy recruiting command until they receive a completed and adjudicated NACLC that is favorable.

5. Unit certifying officials should take screening criteria into careful consideration. Each item will be verified prior to beginning training at NORU. No student will be allowed to continue assignment who does not meet all criteria, especially PFA standards and security clearance screening, upon arrival. COs are required to thoroughly screen all candidates to help preserve funds and avoid hardships caused when students are dropped from training due to improperly completed screenings.

EXHIBIT 1

NAVY RECRUITING WAIVER REQUEST

Use proper message format containing the following:

FM REQUESTING COMMAND  
TO COMNAVPERSCOM MILLINGTON TN//PERS4010//  
INFO INTENDED GAINING ACTIVITY//JJJ//  
COMNAVCRUITCOM MILLINGTON TN//JJJ//  
BT  
UNCLAS //N01300//  
MSGID/GENADMIN/REQUESTING CMD/-/MMM//  
SUBJ/ NAVY RECRUITING WAIVER ICO RATE, NAME//  
REF/A/DOC/NPC/DATE//  
AMPN/REF A IS MILPERSMAN ARTICLE 1306-964.//  
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**  
RMKS/1. PER REF A, REQUEST WAIVER FOR SNM FOR RECRUITING DUTY.  
    A. SECTION \_\_, ITEM NO \_\_\_\_ (FROM NAVPERS 1306/93, NAVY  
RECRUITING SCREENING FORM)  
    B. EXPLAIN/SPECIFICS  
2. CO'S JUSTIFICATION/RECOMMENDATION: (3 LINES MAX)//

**NOTE: Waiver request must be forwarded to NAVPERSCOM (PERS-4010) via msg and e-mail mill\_npc\_recruiting.fct@navy.mil for final approval. Waiver consideration is limited to tattoos, NJP convictions, courts-martial convictions, civilian convictions, significant involvement with civilian authorities or moral/integrity violations, performance trait marks below 3.0, PFA failures, or inability to meet 36-month OBLISERV requirement due to HYT. Tattoo waiver submissions will be limited to those that can be seen, while wearing a PTU, are in good taste. Submit waiver requests within 30 days of DTG of this message.**



EXHIBIT 2

NAVY RECRUITING SUITABILITY/UNSUITABILITY REPORT

Use proper message format containing the following:

FM TRANSFERRING COMMAND  
TO COMNAVPERSCOM MILLINGTON TN//PERS4010//  
INFO INTENDED GAINING ACTIVITY//JJJ//  
COMNAVCRUITCOM MILLINGTON TN//JJJ//  
BT  
UNCLAS //N01300//  
MSGID/GENADMIN/REQUESTING CMD/-/MMM//  
SUBJ/NAVY RECRUITING SUITABILITY (OR UNSUITABILITY), ICO RATE,  
NAME//  
REF/A/DOC/NPC/DATE//  
REF/B/GENADMIN/ORIGINATOR/DDHHMMZMMYY// (IF APPLICABLE)  
NARR/REF A IS MILPERSMAN ARTICLE 1306-964, REF B IS WAIVER  
REQUEST (IF APPLICABLE).//  
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**  
RMKS/1. IAW REF A AND B, SNM IS SUITABLE (OR UNSUITABLE) FOR  
RECRUITING DUTY.  
A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC  
DETAILS).  
B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.  
C. SNM HAS \_\_\_ MONTHS OF OBLISERV FOR RECRUITING DUTY.//